

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE	EFFECTIVE DATE 10/06/1997	NUMBER 04.04.130
SUBJECT MOVEMENT BY PRISONERS WITHIN AN INSTITUTION	SUPERSEDES 04.04.130 (12/11/89)	
	AUTHORITY MCL 791.203; 791.204	
	ACA STANDARDS 3-4181	
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POLICY STATEMENT:

Controlled prisoner movement is essential to staff and prisoner safety, monitoring of prisoner activities, prevention of escapes, and prevention of the introduction of contraband.

POLICY:

- A. Except in a camp, all CFA institutions shall use a system of prisoner details, call-outs and passes to control unescorted prisoner movement within the institution. The Correctional Facilities Administration (CFA) Deputy Director shall develop and implement a computerized prisoner movement system to coordinate the issuance of details and call-outs as required by this policy. The prisoner movement system shall be capable of prioritizing details and call-outs, based on the purpose of the detail or call-out, when in conflict. The prioritization of details and call-outs shall not result in prisoners being automatically precluded from any activity or assignment that is required under department policy; e.g., access to health care, access to the law library, release on writ.
- B. In a CFA camp, prisoner movement shall be monitored by the use of a Daily Assignment Sheet (Form CAJ-250). A Daily Assignment Sheet is not required for authorized prisoner mass movement.

PRISONER DETAIL (FORM CSX-225)

- C. A prisoner detail permits a prisoner to move unescorted within the institution on a regular and recurring basis. A detail is commonly used for work or school assignments, diet meal lines, medication lines, and other activities which are part of the prisoner's daily schedule. A prisoner on a detail is required to have a pass when movement within the institution is required in addition to that normally allowed by the detail (e.g., maintenance workers). A detail shall be in effect for no longer than six (6) months and must be verified as to its legitimacy by an Assistant Deputy Warden, and approved by a Deputy Warden or an Assistant Deputy Warden, as determined by the Warden.
- D. Prisoners must carry their details to, from and while on the detail and shall be required to produce the details upon staff request.
- E. Details must be legible and shall include the following information:
 1. Whether the detail is new, (indicating that there is no detail in effect for that particular assignment or activity), a renewal (indicating that detail is expiring and is being reissued without change), or a change (indicating that a detail is being continued for the same assignment or activity with modification; e.g., change in times or days).
 2. An effective date and an expiration date.
 3. The prisoner's name, number and lock.
 4. The place, area, or assignment for which the detail is valid.
 5. The time of day for which the detail is valid.

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6. Name(s) of staff providing supervision of the prisoner while on the detail.
7. The legible signatures of the detail originator, the Assistant Deputy Warden verifying the legitimacy of the Detail and the Deputy Warden or Assistant Deputy Warden approving the detail. Initials cannot be used.
8. The distribution of copies of the detail.
9. Additional descriptive information clarifying the parameters of the detail (e.g., 24-hour unlock for emergencies).

PRISONER CALL-OUTS

- F. A prisoner call-out system shall be used for authorized unescorted prisoner movement that is routine but not generally recurring. Call-outs are commonly used for quartermaster, classification, doctor or dental line, barbershop and other activities that are not part of a prisoner's daily schedule. Call-out lists shall be developed in advance of the activity requiring the call-out. The Warden shall designate how call-outs are to be distributed to prisoners and staff.
- G. Prisoners on a call-out shall be required to have a pass to travel to their destination. The approved call-out sheet shall be the authorization for staff to issue a pass at the appropriate time to the appropriate destination.
- H. Prisoners must carry their pass while on a call-out and shall be required to produce the pass upon staff request.
- I. Call-out lists must be legible and contain the following information:
 1. The time and place of the call-out.
 2. The name, number and lock of prisoner(s) being placed on the call-out.
 3. A description of the activity or reason for the call-out.
 4. The legible signature of the employee placing the prisoner(s) on the call-out unless the call-out list is generated using the computerized prisoner movement system. Initials shall not be used.
 5. Any other descriptive information clarifying the call-out.
- J. Except when call-outs are generated using the computerized prisoner movement system, a call-out shall always prevail when in conflict with a detail.

PRISONER PASSES (CSJ-183)

- K. A prisoner pass shall be used for authorized unescorted prisoner movement which is neither routine nor recurring (e.g., Control Center, visits, Deputy's Office). Prisoners shall not be used in the preparation of passes nor may passes be signed in advance by employees. Program and housing unit staff who routinely issue passes shall use the Assignment or Housing Unit Pass Record (Form CAJ-257) to record all prisoner movement by pass.
- L. Prisoners shall be required to carry their pass to, from and while at the destination identified on the pass and shall be required to produce the pass upon staff request.
- M. Prisoner passes must be legible and shall contain the following information:
 1. The name and number of the prisoner to whom the pass is issued.

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2. The destination of the prisoner and the person to whom the prisoner is being sent.
 3. The signature of the employee issuing the pass and the time it was issued. Initials shall not be used.
 4. The signature of an employee at the destination of the pass and the time the prisoner is released to return to his/her original location.
- N. Staff shall not sign a pass until the prisoner is authorized to leave for the destination identified on the pass. In addition, the pass shall not be signed until a staff person at the approved destination notified that the prisoner is leaving for the destination.
- O. If a detail conflicts with a pass, the pass prevails.

ACCOUNTABILITY

- P. Employees are responsible for the accuracy of details, call-outs and passes they issue. Their signatures shall reflect that they have reviewed and approved the document.
- Q. Prisoners may be used to type details and call-outs under supervision; however, staff shall develop a system of accountability for the blank forms. Prisoners shall not be involved in the preparation of passes nor involved in data entry for the computerized prisoner movement system.
- R. Staff are responsible for prisoners reporting to their area through details, call-outs and passes. Their responsibilities include proper notification when prisoners do not report, arrive late or leave early. Prisoners shall be required to travel directly to the destination specified on the detail, call-out or pass.
- S. All institutional staff shall routinely check details, call-outs and passes to ensure they are valid and current. Employees encountering expired details and passes shall take possession of the expired document. Prisoners involved in or in possession of forged or altered details, call-outs or passes or who violate department policy or institutional procedures regarding prisoner movement shall be subject to disciplinary action as set forth in PD 03.03.105 "Prisoner Disciplinary Policy".
- T. The Warden shall ensure that appropriate staff are assigned to assist with prisoner movement and control during periods of mass prisoner movement (e.g., yard periods, movies, meals).
- U. The Warden of a Level IV, V or VI institution or of an institution with a Level IV or V Housing Unit may require a prisoner or group of prisoners to be escorted to their destination even if a detail or pass has been issued.
- V. Wardens shall identify assignments that pose special security concerns (e.g., night workers, administration building porters). A prisoner shall not be detailed or given a pass to go to those assignments without the prior approval of the Deputy Warden.

INSTITUTIONAL MONITORING

- W. Each Warden, or designee, shall develop security monitoring exercises designed to test the operation and accountability of prisoner movement involving details, call-outs and passes. These exercises shall be performed at least monthly.

OPERATING PROCEDURES

- X. Wardens shall ensure that within 60 days of its effective date procedures implementing this policy directive are developed and forwarded to the appropriate Regional Prison Administrator for approval.

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AUDIT ELEMENTS

- Y. A primary audit elements list has been developed and shall be provided to Wardens to assist with self audit of this policy, pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

KLM:OPH:09/12/97